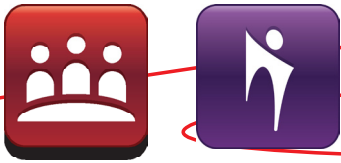


# Meet and communicate with SMART Meeting Pro™ and SMART Bridgit® software

SMART.



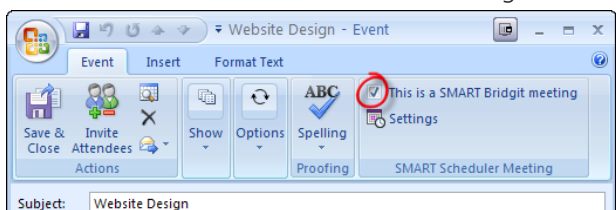
## Introduction

SMART Meeting Pro™ software is integrated with Bridgit. This guide will show you how to setup and join a meeting, as well as how to share information and use the collaboration bar tools.

## Booking a Bridgit meeting

You can book a Bridgit meeting using Microsoft® Outlook®.

1. Select the **This is a SMART Bridgit meeting** checkbox in the SMART Scheduler Meeting area.



2. Click the **Settings** button to enter a meeting password.

## Creating an ad-hoc meeting in SMART Meeting Pro

SMART Meeting Pro software automatically creates a meeting when it opens, or after you press Reset Room on the toolbar. As the meeting host, all you need to do is communicate the meeting name and password to the participants and share your screen once they've joined.

## To e-mail meeting details

1. Select **Menu > E-mail Invitation to Others** from the Bridgit Collaboration Bar. The *Send E-mail Invitation* window appears.
2. Type the desired information in the appropriate fields.
3. Press **Send**.

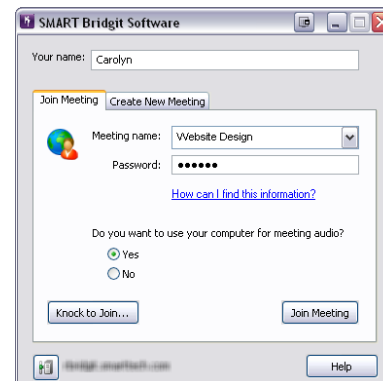
## Joining a Bridgit meeting

### To download and install Bridgit client software

1. Click the download link in the e-mail invitation you received. A *File Download* window appears.
2. Click **Save**. The *Save As* Dialogue box appears.
3. Select **Desktop** as the file save location, and then click **Save**. A Bridgit icon is created on your desktop.

## To join a meeting

1. Double-click the Bridgit icon on your desktop or open the Bridgit client application by clicking the link in the e-mail meeting invitation. The SMART Bridgit Software dialog box appears.



2. Type your name in the **Your name** text box.
3. Select the name of the meeting from the **Meeting name** drop-down menu.
4. Type the password in the **Password** text box, if required.

**NOTE:** If you don't know the password or weren't formally invited to the meeting, click the **Knock to Join** button.

5. Click the **Join Meeting** button.

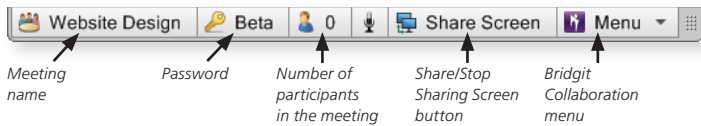
**NOTE:** To connect to a different server, click the **Server** button. The **Server Information** dialogue box appears. Select the server name from the drop-down menu or type it in the box, and then click **Connect**.

## To join another meeting with SMART Meeting Pro software

1. Select **Menu > Join Another Meeting**. The *SMART Bridgit Software* dialog box appears.
2. Type your name or location in the *Your name* box.
3. Select the name of the meeting from the *Meeting name* drop-down menu.
4. Type the password in the *Password* box.
5. Press **Join Meeting**.


# Connect your team with SMART Meeting Pro and SMART Bridgit software

## The Bridgit Collaboration Bar



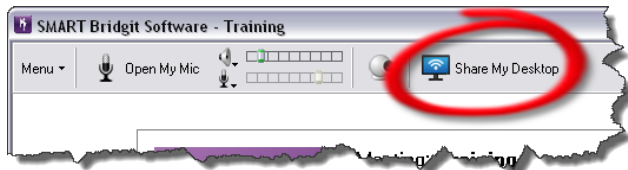
## Sharing your desktop

### To share your meeting room screen

1. Press  **Share Screen** on the Bridgit Collaboration Bar.
2. A thin blue border appears around your screen indicating that your screen is being shared.


### To share your desktop (remote participants)

Click the **Share My Desktop** button.



Participants not currently sharing their screen can request to share by selecting **Menu > Share My Desktop**.

### To share only a section of your desktop

1. Click the  button on the Bridgit toolbar.
2. Click and drag to select the area of the desktop you want to share.

### To stop sharing your desktop

Click the Start/Stop Sharing my Desktop button on the Bridgit toolbar.



### To take remote control of a shared desktop

Click on the presenter's desktop.




**Note:** You can prevent participants from taking remote control of the shared desktop by selecting **Menu > Disable Remote Control**.


## Using Bridgit tools (remote users)

The Bridgit toolbar provides access to a number of settings and features to enhance and control your meeting.

## To use VoIP audio

1. Click  on the Bridgit toolbar.
2. Click **Open My Mic**.
3. Speak into your connected microphone.
4. When you're finished speaking, click **Close My Mic**.

## To share webcam video

Click  on the Bridgit toolbar. You can resize, move, and hide the Video window.


**NOTE:** If you close the Video window, you'll continue to share live webcam video with remote participants.

## To chat with participants


Click  on the Bridgit toolbar.


**NOTE:** The Participant window is useful for sharing links since you can copy text directly from the window.

## To raise your hand

Click the  button on the Bridgit toolbar.

## To write or draw on a shared desktop

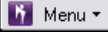
Click  the on the Bridgit toolbar.

**NOTE:** Double-click the  button to change the digital ink color or line thickness.

## Testing audio

Sometimes it's useful to test audio input and output before your meeting.

## To test or troubleshoot audio

1. Click  on the Bridgit toolbar.
2. Select **Options**. The Options dialog box appears.
3. Click **Audio Settings**.
4. Click **Audio Setup Wizard** and follow the instructions.

## Resources

For more information about SMART Bridgit conferencing software, click [here](#).

Access the **SMART Meeting Pro Tutorial** for information on connecting to a Bridgit meeting using SMART Meeting Pro software at [smarttech.com/SMARTMeetingProTutorial](http://smarttech.com/SMARTMeetingProTutorial).